

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health-Medical Assistance Administration

Pharmaceutical Vendor Guidelines

EFFECTIVE DATE: September 1, 2005

LAST REVISION: August 19, 2005

PURPOSE: These guidelines ensure that any interaction between the District of Columbia Medical Assistance Administration (MAA) workforce and pharmaceutical vendors (PV) seeking to conduct or conducting business with MAA will take place in accordance with MAA policy.

APPLICABILITY: These guidelines and any related procedures apply to the workforce of MAA.

DEFINITIONS: *Interaction* means any communication between PVs and MAA's workforce and any solicitation by a PV to MAA's workforce.

Pharmaceutical Vendor means any representative who visits or contacts a member of the MAA workforce for the purpose of soliciting, marketing, or distributing information/promotional materials regarding the benefits and/or use of medications and related products, equipment, and/or services.

Workforce means any employees, volunteers, contractors, trainees, and other persons whose conduct, in the performance of work for MAA, is under the direct control of MAA, whether or not they are paid by MAA.

GUIDELINES:

Point of Contact

PV's are permitted to contact MAA medical staff to schedule appointments. A MAA medical staff member may, as needed, request meetings, presentations, product information or other related support from a PV.

Solicitation

The MAA drug formulary process is organized, prospective and not initiated by or dependant upon solicitation or promotional efforts by PV's. MAA does not accept requests to nominate drugs for the formulary.

Promotional Activities/Confidentiality

Cash or other incentives are strictly prohibited. Personal gifts or favors from vendors to MAA's workforce are not permitted. At the request and approval of MAA medical staff, PVs are permitted to leave printed or handwritten materials, advertisements, signs or other such promotional materials with the appropriate medical MAA staff. However, acceptance of such promotional material is not to be viewed as an endorsement in any

Pharmaceutical Vendor Guidelines

way. PVs are strictly prohibited from displaying educational or promotional materials of any type in public view at the D.C. Medical Assistance Administration.

MAA medical staff may invite PVs to provide select presentations to MAA staff and committees. However, PVs *are not permitted* to be in attendance during meetings or programs in which HIPAA-protected information is discussed.

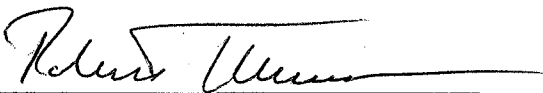
Grants/Gifts

MAA's workforce may not accept grants or gifts in support of educational programs, or any other programs, to clients, providers, or the public.

RESPONSIBILITY: The Office of Quality Management has the responsibility to implement these guidelines.

APPROVALS:

DEPARTMENT OF HEALTH MEDICAL ASSISTANCE ADMINISTRATION



Name: Robert T. Maruca
Title: Senior Deputy Director

10/10/07
Date